



We invite applications for the position of:  
**PRINCIPAL MANAGEMENT ANALYST/  
SENIOR MANAGEMENT ANALYST**  
Principal Management Analyst - \$95,308 to \$119,135 Annually  
Senior Management Analyst- \$86,315 to \$107,894 Annually

### **Why Consider the City of Mountain View?**

It's simple: we are a dedicated team of professionals committed to providing exceptional service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way to make a difference as part of a mission-oriented culture. In the City Manager's Office, you will work alongside a group of creative and highly motivated staff, who on a daily basis contribute their talents and commitment in providing essential public services to our residents and businesses. This position is an outstanding opportunity to join a great organization and make a meaningful impact. This recruitment and selection process may be used to establish an eligibility list from which current and future vacancies for this position may be filled. You can review the detailed job descriptions on the City's website for [Principal Management Analyst](#) and [Senior Management Analyst](#).

### **About This Role**

This is a full-time position in the City Manager's Office, which can be filled as either a Principal Management Analyst or a Senior Management Analyst. The City Manager's Office provides professional leadership in the administration of all City services, activities and facilities; directs the execution of policies and objectives formulated by the City Council; develops and presents to the City Council recommendations and strategies in response to community issues; plans and executes programs to meet the current and future needs of the City of Mountain View; and strives to provide the highest quality of human resources service to City departments, employees, and prospective employees. We are seeking an enthusiastic and highly motivated professional who possesses strong analytical skills and interpersonal skills. We invite all qualified applicants to apply.

### **What You Bring**

#### **Senior Management Analyst**

- A bachelor's degree from an accredited college or university in a related field.
- Three years of increasingly responsible professional and analytical experience in local government or a related field.
- Valid California Class C driver's license.
- Bonus Points! Master's degree in public administration, business, law or a related field.

#### **Principal Management Analyst**

- A bachelor's degree from an accredited college or university in a related field.
- Four years of increasingly responsible professional and analytical experience equivalent to the City of Mountain View position of Sr. Management Analyst.
- Valid California Class C driver's license.
- Bonus Points! Master's degree in public administration, business, law or a related field.

### **Who You Are**

- You are a creative and analytical thinker, able to understand root causes, create and evaluate options and develop solid recommendations.
- You are a skilled communicator, able to distill complex information into clear and concise written and verbal reports.
- You are dedicated to and passionate about making a difference for the community and your coworkers and are able to see how your work contributes to this greater purpose.
- You are proactive, taking the initiative to recognize and seize opportunities and able to work independently to develop and execute complex work plans.
- You work well with others, understanding different styles and perspectives and acting with a high degree of emotional intelligence.
- You are flexible, up for new challenges and able to shift gears as needed to respond to emerging priorities.
- You are able to prioritize, organize your work, and maintain work-life balance and a sense of humor, thriving in a fast-paced team environment.
- You are able to build support for and implement change across a range of diverse interests.

### **What You'll Do**

- Analyze opportunities and develop plans to streamline and continuously improve the effectiveness and efficiency of City systems and procedures, and lead the implementation across all City departments.

- Oversee implementation of initiatives to enrich the workplace environment and maximize employee engagement.
- Assist in the development and oversight of the City Manager's Office budget and work plan.
- Coordinate data gathering and reporting on the City Council's priority goals and related initiatives.
- Provide analysis and project management for the Human Relations Commission (HRC) to support the Commission's mission of promoting of tolerance, inclusivity and involvement in the Mountain View community.
- Conduct research and fiscal analysis in support of labor negotiations.
- Manage a range of programs, contracts, and grants in such areas as: child care, family resources, public service grants, Americans with Disability Act (ADA) coordination, and cable television/telecommunications.
- Create, implement, and oversee complex work plans to update and work collaboratively with department staff to implement new citywide programs, projects and policies.
- Exhibit remarkable customer service to your colleagues, other agencies, and the community in which you serve.
- Supervise assigned professional, technical and clerical staff and lead cross-departmental teams.
- **Principal Management Analyst** is distinguished by the level of City-wide responsibility assumed and the complexity of the duties assigned. This position acts as the City's lead analyst, developing and guiding a peer analytical network across the organization, providing coaching and support to department analysts and providing direct assistance to department heads to ensure the success of complex, citywide projects and initiatives. This level requires a great deal of independence in action and a full understanding of City-wide programs.

#### What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Tuition reimbursement funds up to \$20,000 for completion of a job-related bachelor's or master's degree or approved leadership program.
- \$800 annual professional development funds which can be used for technology, certifications & training.
- \$300 for participating in Wellness Program activities.
- Employee appreciation events and activities.

#### Are You Ready? Apply!

Please submit all the following application materials online at [www.calopps.org](http://www.calopps.org): **1) application, 2) supplemental questionnaire, 3) cover letter, and 4) resume.** Alternatively, the above can be submitted to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **All documents must be submitted to have your application be considered.** Applications will be screened on a continuous basis with a first application review date of Friday, September 9, 2016. Qualified candidates are encouraged to apply early!

#### Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Skype interviews. Depending on the number of candidates, the first round of interviews may be conducted via Skype.
- Oral Board.
- Department interview. Candidates who pass the oral board interview may be invited to interview with the City Manager's Office staff for a more in-depth discussion regarding the position.

#### Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**CITY OF MOUNTAIN VIEW  
PRINCIPAL/SENIOR MANAGEMENT ANALYST  
SUPPLEMENTAL QUESTIONNAIRE**

1. Describe your related experience and background in at least one of the following functions:
  - a. Developing and monitoring a department budget and/or work plan.
  - b. Conducting research and analysis to support effective decision-making and problem solving.
  - c. Managing programs, contracts or grants.
  
2. For at least one of the following, give a specific and detailed example from your work experience where you took the initiative to:
  - a. Improve a City-wide or department-wide system or program.
  - b. Lead a City-wide or department-wide special project.
  - c. Gather input and information on a highly divisive subject to develop and gain support for a successful recommendation.